

*M. Lamb*

**STATE OF GEORGIA  
RECORDS RETENTION SCHEDULE APPLICATION**

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	2000-0028-01
	Effective Date:	10/12/2000

(Agency use)

(Archives use)

Date Sent:

Date

Received:

Agency  
Control No.: 4840700000

Agency Code: 0484

Control No.:

Applicant: Department of Transportation  
Address: #2 Capitol Square, SW  
Atlanta, GA 30334-1002

Phone: 404 656-6168  
FAX: 404 656-0909  
Email: martha.lamb@dot.state.ga.us

Creating Office: Office of Legal Services  
Address: Office of Legal Services  
#2 Capitol Square, SW  
Atlanta, GA 30334-1002

Phone: 404 657-5808  
FAX: 404 657-4781  
Email: sandra.burgess@dot.state.ga.us

Administrator: Catina Tsdale  
Office of Legal Services Secretary

Phone: 404 656-5275  
FAX: 404 657-4781  
Email: catina.tisdale@dot.state.ga.us

Application Type: New X

Class: Individual

Series Title: Ante litem notices where incidents involve minor children

Dates of Series: 1992 and [ongoing]

Access: Close

Function Documented: Documentation gathered after receipt of Ante Litem Notice and the actual Ante Litem Notice.

Consists of: All correspondence, Ante Litem Notice, investigatory documents and legally privileges materials.

Media: Paper

Indexed by: Date received and claimant

Retention Requirement: Total of twenty (20) Years

State Law or Regulation: O.C.G.A. 50-21-20, et seq.

Federal Law or Regulation:

Administrative Need: Office must maintain for 20 years in order to compliant with Georgia Law.

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

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**District Offices**

**Cutoff Event:** Monthly place in the inactive file, hold 20 years

**Total Retention:** District Office File: Hold in the district inactive file area for (20) years, then before destruction contact the Attorney General's Office to insure that no civil action has been filed on behalf of the injured party. If no claim has been filed then destroy. If a claim has been file then refer to retention schedule concerning civil actions.

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:** Sandra Burgess October 6, 2000  
Sandra Burgess, Legal Services Date

**Concur:** Harold Linnenkohl 10-11-00  
Harold Linnenkohl, Deputy Commissioner Date

**Submitted by:** Martha B Lamb 10-12-00  
Martha B. Lamb, Records Management Officer Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

**Signed:** Donald H. Scheer 11/6/00  
Secretary of State Designee Date